

Don't Double Your Work

Volume 2 No. 6

Any payroll deductions can be automatically transferred into the Accounts Payable Module as a credit to payables and a debit to their respective accounts with HDSI's A/P-Payroll Module Interface program. These deductions include, but are not limited to, garnishments, wage assignments, union dues, IRS payments, etc. With a simple modification to an individual deduction record, you can generate A/P checks right from the Payroll Module. Best of all, payable checks will be printed without effecting the Accounts Payable invoicing process. The Vendor file has also been expanded to include a "comment field", which may contain case/court numbers, account numbers, reference names, etc. to be noted on the laser check stub.

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The employee deduction record is now equipped with a field that designates which vendor the deduction applies to. When a deduction is assigned to an employee, you will be allowed to assign a specific vendor to that deduction record, with the vendor for that payer displaying under the deduction record. Whether there is one employee or several employees that have similar vendors, they will appear on the printed stub.

There are separate programs located within the Payroll Module that allow the printing of the cash requirements for your payroll run, as well as a separate check printing program to print payable checks. By segregating these programs as they pertain to payroll, you are assured to not have any interference between payroll and A/P clerks.

Data Archiving

As it is with most technology, micro fiche has been given an upgrade. Those navy blue 3x5 cards that we would place in the microfiche reader are being replaced. By year end, you will be receiving your archived data on a CD-ROM. Each CD will contain a years worth of A/R, A/P, and payroll reports for an individual home in a WinZip format. The data is organized into folders for each module that the home runs. In each of these folders, the individual reports are listed by month end/period ending date. All that is required to view the file you want, is to click on the desired date and allow WinZip to extract the file. You can then view or print the contents of the file.

If you have any questions how to integrate these changes, please contact HDSI today, at (847) 398-0000, and see what benefits can be found today by taking advantage of tomorrow's technology.